

**State of California
DUTY STATEMENT**

Department of State Hospitals

Box reserved for Personnel Section

MSH3002 (Rev. 9/26/16)

5408 Control No.#	C&P Analyst Approval	Date
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Employee Name	Division Department of State Hospitals			
Position No / Agency-Unit-Class-Serial 487-	Unit Clinical Laboratory			
Class Title Clinical Laboratory Assistant	Location Metropolitan State Hospital			
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID	WORK WEEK GROUP M-F	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the departmental Pathologist and the Supervising Clinical Laboratory Technologist, he/she performs assigned, varied, standardized, and non-technical laboratory procedures in processing or preparing laboratory specimens, materials and supplies, including operation of specialized mechanical laboratory equipment.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
50%	Gathers all laboratory specimens and performs phlebotomy including finger sticks when needed.
25%	Processes and prepares laboratory specimens and requisition forms for in house and Reference Laboratory testing. Enters patient / employee lab tests into the lab computer "LIS" system. Answers the phone and takes messages. Prepares and processes COVID swabs for the Units. Assists the laboratory staff in transcribing laboratory data entries into lab forms and log sheets.
10%	General cleaning including all areas of the Clinical Laboratory. Prepares infectious waste containers and soiled laundry for pickup.

5%	Maintains adequate supplies for phlebotomy. Replenishes supplies from the storeroom and Central Supply if needed. Performs other job-related duties as assigned.
5%	Under the supervision of the Clinical Laboratory Technologist, performs the operation of specialized mechanical laboratory equipment.
	<u>MARGINAL FUNCTIONS</u>
5%	Performs other duties and special projects as assigned consistent with this classification
Other Information	SUPERVISION RECEIVED Under the general direction of the laboratory supervisor <u>KNOWLEDGE AND ABILITIES</u> KNOWLEDGE OF: The principles and practices of clinical laboratory work including the use and care of laboratory equipment and analyzer maintenance. ABILITY TO: Read and write English at a level required for successful job performance, clean and care for laboratory equipment, learn laboratory methods and procedures, follow directions, and work efficiently and effectively in a group. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Preparing, mounting and staining of laboratory specimens.
- Reading tests and recognizing normal and abnormal test results.
- Setting up laboratory apparatus
- Making quick and accurate serological, bacteriological and biochemical tests and analyses.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Applies and demonstrates knowledge of Microsoft Windows, Microsoft Word, Outlook, and Excel

LICENSE OR CERTIFICATION

Maintains a current "Certified Phlebotomy Technician 1 license issued by the state of California"

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position

due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
